



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ATTORNEY III

\$7,682 - \$9,857

CONSUMER MARKET & CONDUCT BRANCH

CONSUMER LAW UNIT

LOS ANGELES

RESPONSIBILITIES:

Under the general direction of the Deputy Commissioner, Consumer Services & Market Conduct Branch (CSMCB), the Attorney III exercises broad discretion, and independently or as a lead over other attorneys, handles the more complex and difficult cases of the unit's task pertaining to enforcing insurer compliance with the Insurance Code. Independently, the Attorney III conducts negotiations, drafts regulations, drafts legislation, holds investigatory hearings, confers and corresponds with other departmental personnel and members of the general public, issues legal opinions; advises CSMCB personnel on legal issues. The incumbent provides legal services to the various divisions and bureaus in reviewing files and complaints related to health insurance, automobile insurance and other lines of insurance submitted by the Market Conduct Division, the Consumer Services Division, and other units of the CSMCB.

DESIRABLE QUALIFICATIONS:

- Background and relevant experience in health, automobile, property, life, and/or disability insurance laws and issues in this state.
- Familiarity with the Insurance Code and related statutes and regulations.
- Familiarity with the California Administrative Procedure Act and experience in conducting administrative hearings.
- Litigation experience and/or corporate transactional experience.
- Strong analytical and interpersonal skills.
- Excellent written and verbal communication skills; comfort and familiarity with personal computers and popular office software packages and extensive knowledge of legal research methods.
- Ability to meet multiple deadlines and perform under pressure.
- Knowledge of legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence.
- Ability to perform research; analyze, appraise and apply legal principles, facts, and precedents to legal problems; present statements of fact, law, and argument clearly and logically; draft statutes; prepare correspondence involving the explanation of legal matters; and analyze situations accurately and adopt an effective course of action.

02/07/14 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331



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WHO MAY APPLY:

Applications will be accepted from current State employees at the **Attorney III** level, those within transfer range, or individuals who have list eligibility for **Attorney III**. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Attorney III, PSN # 413-368-5795-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: February 21, 2014

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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